



County of Los Angeles CHIEF EXECUTIVE OFFICE

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DAVID E. JANSSEN
Chief Executive Officer

August 6, 2007

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W T Fujioka", is written over the printed name of the Chief Executive Officer.

DEPARTMENT OF PUBLIC SOCIAL SERVICES MANAGEMENT APPOINTMENT FOR MICHELLE CALLAHAN

Consistent with the August 4, 1998 Board-approved policy on managerial appointments, we have reviewed and recommend Board approval of the request by Philip L. Browning, the Director of the Department of Public Social Services (DPSS), for the appointment of Ms. Michelle Callahan to the position of Assistant Director of Public Social Services (UC) at an annual salary of \$139,157.04. The requested salary reflects a 17.1 percent increase or \$20,319.36 annually and is below the control point of Range 15 of the salary structure.

Ms. Callahan is highly qualified, with approximately 38 years of experience at DPSS, including almost two years as the Acting Administrative Deputy, approximately seven years as the Division Chief of General Services, and two assignments as District Director. As the Acting Administrative Deputy, Ms. Callahan is responsible for oversight and management of the Administrative Services Bureau, which incorporates financial management, contract management, Human Resources and the DPSS Academy, General Services and Property and Emergency Management, and the DPSS Customer Service Center Project. In addition, Ms. Callahan has continued to concurrently fulfill her responsibilities as the Division Chief of General Services. Ms. Callahan has a Bachelor's Degree in Social Welfare and is pursuing a Masters Degree in Psychology.

Each Supervisor
August 6, 2007
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Based on this information, we recommend the approval of Mr. Browning's request. In accordance with the policy on managerial appointments, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by August 9, 2007, we will authorize the Department of Public Social Services to proceed with this appointment.

Please contact James Blunt of my staff at (213) 893-2291, if you have any questions or need additional information.

WTF:SRH:BY
GP:JAB:lbm

Attachment

c: Executive Officer, Board of Supervisors
 County Counsel
 Director, Department of Public Social Services
 Department of Human Resources

MAPP-Callahan.bm

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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PHILIP L. BROWNING
Director

SHERYL L. SPILLER
Chief Deputy



Board of Supervisors
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First District

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Fifth District

July 30, 2007

TO: Bryce Yokomizo, Deputy CEO

ATTN: James Blunt, CEO Analyst

FROM: Philip L. Browning, Director

A handwritten signature in black ink, appearing to be 'P. Browning', written over the 'FROM' line.

SUBJECT: MAPP APPOINTMENT FOR MICHELLE CALLAHAN

This is to request approval to appoint Michelle Callahan to fill the vacant position of Assistant Director in the Department of Public Social Services at an annual salary of \$137,000 which is below the control point of MAPP Range 15.

Ms. Callahan has been covering the vacant position of Administrative Deputy in the department for cumulatively, almost two years. In this capacity, she has successfully been responsible for all oversight and management of the Administrative Services Bureau, which incorporates financial management, contract management, Human Resources and the DPSS Academy, General Services and Property and Emergency Management, and the DPSS Customer Service Center Project. In addition, during this period she has continued to concurrently fulfill all responsibilities as the Division Chief of General Services.

Ms. Callahan brings to the position a long and highly successful DPSS career, spanning almost 38 years. Recruited early in her career for executive staff she quickly earned the respect and admiration from all administrators who came to know her and to rely on her special skills. With her command of the department's many facets, her facile ability to articulate policy and mission, and her keen diplomatic and political awareness which gained her an early reputation with our Board offices.

Ms. Callahan has held many special positions in DPSS including two assignments as District Director in both Cudahy and Long Beach, a ten month special assignment in DCSS where she successfully developed the logistical and budgetary prerequisites for the return of the General Relief program to DPSS, the Head of Property Management and for the last seven years, Division Chief of General Services. She has also served as

the lead manager for DPSS on the countywide Security Task Force, the lead Chief on the Office of Emergency Management's steering committee and the departmental lead on the County-City Katrina Task Force.

Ms. Callahan has been a strong leader in DPSS for many years. Her passion for excellence, ability to motivate others, knowledge, integrity and teamwork approach to achieving objectives has been a hallmark of her extraordinary career.

Ms. Callahan has a Bachelor's Degree in Social Welfare and has been pursuing a Masters in Psychology.

I believe the salary requested is commensurate with the experience, education and skill level of Ms. Callahan. She will significantly augment the executive team I am building in DPSS and will be a great asset in facing the many challenges ahead.

If you have any questions, please call me at (562) 908-8383.

PLB:lm

c: Sheryl L. Spiller